Procedure: *Status Report*	
Issue Date: May 5, 2000	**Standard ID: *S-PM-275***
Supersedes: October 31, 1997	**Rev/Change 2.0**

1. **Purpose:** To formalize and standardize the status report that the Task Leader submits to Project Manager.

2. **Creating Procedures:**

   P-PM-170 - Review and Access Progress
   P-PM-150 - Monitor and Control

3. **Contents:**

   a) Current Status

   > ?? Technical Notes
   > ?? Requirements
   > ?? Configuration Management
   > ?? Quality Assurance
   > ?? Subcontractors
   > ?? Deliveries
   > ?? Financials
   > ?? Staff and Facilities

   b) Issues, Problems and Risk (see Note 1)

   > ?? Status of Previously Reported Items
   > ?? New Items Identified

   c) Planned Responses

   > ?? Formulate/Finalize Course of Action
   > ?? Confirm Newly Assigned Action Items

4. **Format:**
   Project Manager Specified

5. **Notes:**

   This section of the review will cause the List of Risks and the Action Item List to be updated.